



THE UNICORN SCHOOL



ADMISSIONS POLICY

The Unicorn School is a co-educational, independent, specialist school for pupils aged 6 to 16 who have Specific Learning Difficulties: dyslexia, dyspraxia and dyscalculia, often with Speech, Language & Communication Needs as secondary needs.

The School is licenced by the Department for Education for up to 96 pupils. Pupils can join the School at any time of the year. Applications will be considered for admission to the School on the basis of the School's Admissions Policy and in accordance with the School's Equal Opportunities policy.

The objective of this policy is to ensure that pupils applying for a place at the school are assessed fully and fairly, and that, given all the information available to the School, the School would be likely to be able to meet their educational needs.

Equal Treatment

The School's aim is to encourage applications from prospective pupils with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world. A number of bursaries are available for pupils whose parents could not otherwise afford to meet the full cost of fees.

The School is committed to equal treatment for all, regardless of a candidate's sex, race, ethnicity, religion, sexual orientation or social background.

Religious Beliefs

The Unicorn School welcomes applications from prospective pupils of all faiths and of no faith. The School does not select for entry on the basis of religious belief.

Special Needs

The School does not unlawfully discriminate in any way regarding entry. We welcome pupils with disabilities and/or special educational needs, providing we can offer them any support that they require and cater for any additional needs and that our site can accommodate them.

The School will discuss thoroughly with parents the adjustments that can reasonably be made for the child if he/she becomes a pupil at the School.

The Entry Procedure

1. School visit and Educational Reports

If practical, we will invite parents to visit the School either for an Open Morning or for an individual appointment. We will request a full disclosure of any relevant reports on the child such as Educational Psychologist's report, Dyslexia report, Occupational Therapist's report, Education and Health Care Plan and school reports at this time.

We will review these reports of the pupil's needs, in order to assess whether the primary need of the pupil is a specific learning difficulty that we have the capacity to meet. The assessment required will depend upon the individual needs of the pupil, and may include (but is not limited to) an Educational Psychologist's report or a full dyslexia report by a specialist assessor; or an

Occupational Therapist's report. In the majority of cases the pupil's primary learning difficulty is dyslexia. The school will also provide for dyspraxic and dyscalculic pupils. We provide Speech & Language Therapy and Occupational Therapy in-house, to meet secondary needs.

If, having carefully reviewed the child's educational reports, we believe that we would be unable to meet the needs of the pupil, we will discuss with parents why we do not wish to take their application further.

2. Pupil's Assessment Visit

Having reviewed their reports, we will invite prospective pupils to spend two consecutive trial days at The Unicorn School. A non-refundable fee will be charged for this and must be paid before the first day of the assessment.

The School's specialist teachers will assess the child's educational needs one to one and in a classroom environment, and with reference to Educational Reports supplied.

Following the assessment, parents will meet with the Head and Specialist Assessor to discuss the results of the assessments. During this discussion we will either make an offer for an immediate start or a place on our waiting list, request further time or information to inform our decision, or explain why we feel we are not the right setting for the child. Very occasionally, and in agreement with parents, we may offer a trial period of admission for a fixed term.

Subsequent to the assessment, the School will provide parents with a full diagnostic report of their child.

3. Acceptance of a Place

The Unicorn School operates a strictly first come first served basis, and a waiting list for full year groups. When a place is available for a pupil, it must be accepted and a deposit and non-refundable enrolment fee paid within 14 days of the offer after which time the place will be made available to other pupils. The deposit will be off-set against the final invoice, or other sums, due to the School on leaving and any remaining balance will be repaid to the parents.

A reference from every candidate's current school is also requested and checks undertaken to ensure fees at the current school have been paid.

4. Appeal Procedure

If a parent believes that his/her daughter has been unfairly rejected by the School, he/she should write first to the Head outlining the reasons for concern. The Head, or a senior colleague nominated by him or the Registrar will then provide an explanation and/or reconsider the earlier decision. The Head will write to explain his final decision. Whether or not the parents have a child currently at the School, in respect of a child who is a new applicant, the parents and School are not in a contractual relationship at this stage, so this reconsideration does not take place as part of the School's Complaints Policy.

Bursaries

The School offers a number of means-tested awards annually to pupils where the parents have indicated to The Unicorn School that they require financial support. Families are asked to complete a Bursary Application Form and where applicable, both parents are required to provide proof of their income and assets. The level of support varies according to parental need; but can extend to full fee remission in cases of proven need. Before the offer of a bursary is confirmed, a representative of the School will normally visit the family at their home.

Bursaries are always offered for 12 months at a time and are reviewed annually. The family is required to provide fresh information about its circumstances for every year that their child attends the School. Levels of support may vary with fluctuations in income or wealth.

An award may be withdrawn in accordance with (or by reference to) the terms upon which such award is made and/or if, in the opinion of the Head, your child's attendance, progress and/or behaviour no longer merit the continuation of the award. Any such withdrawal of an award will not operate so as to increase the fees due in respect of a term which has already commenced.

School's Terms and Conditions

Copies of the School's Terms and Conditions are on the School's website and will be made available to parents as part of the admissions process.

Member of staff	Registrar
Reviewed	December 2017
Next Review	December 2018